
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6244	Position Employee Profile (PEP Forms)	Effective Date: 10/17/2016
		Version: 4

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Objective

Display and Print Position Employee Profile (PEP) forms

Outcome

PEP information is displayed and printed successfully

View PEP Information

The display option provides a method to view Position Employee Profile information online. This information is generated from other processes of the system. No action can be taken when this option is chosen.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/21/2016
PHIMAINU	PHIMAINM	Position Menu	02:14 PM
Code	Description	FastPath	
MP	Manage Position		
MW	Maintain FY Control Tables		
BA	Browse Active PINS	BRAP	
AP	Browse Active/Pending PINS	BRAPP	
AB	Browse Abolished PINS	BRABP	
BV	Browse Vacant PINS	BRVP	
PR	Produce PEP Report	PREP	
PV	View PEP Information	VPEP	
SV	List of Statewide Vacancies	LOSV	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Help Main End Quit			

Your Action ...	System Response ...
2. Choose PV (View PEP Information) from the Position Menu and press ENTER.	The Position Employee Profile-1 screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		09/21/2016
PHOMPEPD PHOMPE1M	Position Employee Profile - 1		02:16 PM
			2 more >
*Action: = (C,D)			
*Agency: _____ *PIN: _____			
PIN DATA OCCU:			
Start Salary:	End Salary:	Sal Eff Dt:	
County Code:	FLSA Status:	Pos Auth Dt:	
Pos End Dt:	Emolument Type:	Emolunt Amt:	
Pos Creation Type:	Proj Months:	Hrs per Week:	
Service Type:		Service Date:	
Retirement Pgm:	Teacher Months:	Exec Serv:	
Org Code:	Bill Nbr:	Geo Loc:	
Abolish Date:	*Abolish Reason:	*Exempt from sel cd:	
EMPLOYEE DATA SSN:	1 of Name:		
Annual salary:	Hourly Rate:	Pos Vacant Dt:	
State Hire Date:	Last Salary Date:	Mthly Rt:	
Agency Hire date:	Pos Entry Date:		
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Help Main End Bkwd Fwd Left Right Quit			

Your Action ...	System Response ...
3. Choose Display and enter the following information: Agency: Enter the agency code xxxx. PIN: Enter the position number to be displayed.	
4. Press ENTER.	The Position Employee Profile Information for the selected PIN will be displayed with the following message: Position aaaa-pin#-A displayed successfully.
5. Press F11 to view the second panel.	The Position Employee Profile – 2 screen will appear.

Produce PEP Reports

This option is used to print PEP forms from the system.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose PR (Produce PEP Report) from the Position Menu and press ENTER.	The Produce PEP Report screen will appear.

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PHFNC10  PHV4          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/21/2016
PHOMPEPP PHOMPEPM          Produce PEP Report                        02:22 PM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X      Changed PEPs Only: _
From Date: _ _ _      To Date: _ _ _      select All Agencies: N

      Agency#  (A,I,R)      Agency#  (A,I,R)
      -----  -----      -----  -----
*      _____  _____      _____  _____
      _____  _____      _____  _____
      _____  _____      _____  _____
      _____  _____      _____  _____
      _____  _____      _____  _____

Include==>  Abolished PINS: N  Terminated Data: N  Previous Employee: N

(A= All PINS , I = Individual PINS , R = Range of PINS for an Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                Quit
  
```

Your Action ...	System Response ...
<p>3. Enter the following information:</p> <p>Print PEP Forms (Large Volume) at ITS?: System defaults to No. Only SPB can print at night.</p> <p>All Current PEPs: Enter an "X" to print all current PEPs only. Leave blank to print current and changed PEPs.</p> <p>Changed PEPs Only: Enter "X" to print only changed PEPs. Leave this field blank to print current and changed PEPs.</p> <p>From Date: The start date for the selected records. This is required when the Changed PEPs Only field is indicated.</p> <p>To Date: The start month for the selected records. This is required when the Changed PEPs Only field is indicated.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency#: Enter at least one agency number if the Select All Agencies field is set to No.</p> <p>A,I,R: Enter "A" if all PEP forms for the selected agencies are to be printed, "I" if individual PIN PEPs are to be printed or "R" if a range of PINs is to be printed.</p> <p>Abolished PINs: Enter "Y" to print abolished PINs. Enter "N" and the PEPs will not be printed for those PINs which have been abolished.</p> <p>Terminated Data: Enter "Y" to include information on the employee that was terminated from this position. The position must be vacant to show this data.</p> <p>Previous Employee: Enter "Y" to print information for both the current and previous employee assigned to this position. Enter "N" to print only the information for the current employee in this position.</p> <p>PEP Identification Msg: Enter PEP identification message.</p>	
<p>4. If All is selected, a Batch Job Submission pop up window appears.</p>	

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2016
PHOMPEPP PHOMPEPM Produce PEP Report 02:22 PM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X Changed PEPs only: _
From Date: _ _ _ _ To Date: _ _ _ _ Select All Agencies: N
Batch Job Submission-----+-----
Agency | Job Name: PH726030 *Job Class: A
* 0160 | Job Description: PEP Report
| | *Destination: R10_____ *Msg Class: Z
| | *Sysout
Include==> A | Reports Class Forms Copies
PEP Report | A _____ 1_
(A= All PIN |
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit

```

Your Action ...	System Response ...
5. If Individual is selected, a Browse by PINs for an Agency screen appears.	

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PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2016
PHOMPESB PHOMPESM Browse by PINs for an Agency 10:58 AM

Action: (S) Press PF3 when selection is completed.

*Act PIN OCCU SSN Name
-----
_ 1 1959
_ 5 2149

*** End of Data ***

*PIN: _____ Agency#: 0869 Name: ARCHIVES-LOCAL GOVT RECORDS
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Quit

```

Your Action ...	System Response ...
6. If Range is selected, a pop up window requesting Range From and Range To appears.	


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PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2016
PHOMPEPP PHOMPEPM Produce PEP Report 11:00 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X Changed PEPs Only: _
From Date: _ _ _ _ To Date: _ _ _ _ Select All Agencies: N

  A +-----0160 PERSONNEL BOARD - STATE-----+
    - |
    * | RANGE FROM: _____
      | RANGE TO : _____
      |
      +-----+

      _ _ _ _ _
      - - - - -
      _ _ _ _ _
      - - - - -

Include==> Abolished PINs: N Terminated Data: N Previous Employee: N

(A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End Quit

```

Your Action ...	System Response ...
7. Press ENTER.	<p>The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>

Download of Position and Employment Details

This job provides a download file providing a report for Position Occupation Report, Employee Report, Performance Appraisal Report, Address Report, and Demographic Report.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

PHFNC10	PHVB	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/22/2016
PHIMAINU	PHIMAINM	Position Menu	11:05 AM

Code	Description	FastPath
MP	Manage Position	
MW	Maintain FY Control Tables	
BA	Browse Active PINS	BRAP
AP	Browse Active/Pending PINS	BRAPP
AB	Browse Abolished PINS	BRABP
BV	Browse Vacant PINS	BRVP
PR	Produce PEP Report	PREP
PV	View PEP Information	VPEP
SV	List of Statewide Vacancies	LOSV

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action ...	System Response ...
3. Choose PE (Download of Position and Employment Details) from the Manage Position Menu and press ENTER.	The Download of Position and Employment Details screen will appear.

PHFNC10	PHVB	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/22/2016
PHOPPNAD	PHOPPNAM	Download of Position and Employment Details	11:14 AM

*Agency: _____

WINS only: N

File Name: _____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action ...	System Response ...
4. Enter *Agency Number and press ENTER.	The Batch Job Submission pop up window will appear.
	The system will populate the File Name.